

**RFP-NIH-NIAID-DAIT-02-16**  
**Amendment #7**

**"Bioinformatics Integration Support Contract (BISC)"**

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| <b>Amendment to Solicitation No.:</b> | <a href="#">NIH-NIAID-DAIT-02-16</a> – Phase II Only   |
| <b>Amendment No.:</b>                 | Seven (7)  |
| <b>Amendment Issue Date:</b>          | February 11, 2004  |
| <b>Original RFP Issue Date:</b>       | November 20, 2001  |
| <b>Proposal Due Date for PHASE II</b> | <b>February 17, 2004, 3:00 P.M. EST</b>  |
| <b>Issued By:</b>                     | Barbara A. Shadrick<br>Senior Contracting Officer<br>NIH/NIAID<br>Research Resources Contracts Branch<br>Contract Management Program<br>6700-B Rockledge Drive<br>MSC 7612, Room 2230<br>Bethesda, Maryland 20892-7612 |
| <b>Point(s) of Contact:</b>           | Lois Eaton, Contract Specialist<br><a href="mailto:leaton@niaid.nih.gov">leaton@niaid.nih.gov</a>  |
| <b>Name and Address of Offeror:</b>   | <b>Amendment submitted to:</b><br>Northrop Grumman (Contract N01-AI-25487)<br>Research Triangle Institute (Contract N01-AI-25486)  |

The above numbered solicitation is amended to revise the following major areas. Changes are highlighted in yellow and strike-throughs.

- Proposal Submission
- Prototype Access
- Peer Review Process (Reverse Site Visit)

**PACKING AND DELIVERY OF PROPOSALS** has been revised:

*Listed below are delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.*

**PAPER SUBMISSION:** The paper copy is the official copy for recording timely receipt of proposals. You are required to submit one original paper copy of your proposal along with the number of extra copies required below.

**ELECTRONIC SUBMISSION:** In addition to the paper submission, you are required to submit your proposal electronically through E-mail in accordance with the instructions provided below. You must certify that both paper, electronic, CD-Rom versions are identical.

**SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE.**

Shipment and marking of paper copies shall be as indicated below:

A. **EXTERNAL PACKAGE MARKING:**

In addition to the address cited below, mark each package as follows:

***"RFP NO. NIH-NIAID-DAIT-02-16 (FY 04 PHASE II)  
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"***

B. **NUMBER OF COPIES:**

The number of copies required of each part of your proposal are as specified below.

**Technical Proposal:** One (1) unbound signed original and five (5) unbound copies and one (1) CD-Rom on February 17, 2004, 3PM EST. **Fifteen (15) unbound copies; and nineteen (19) CD-Roms are to be submitted no later than March 2, 3PM EST. Offerors must certify that the additional copies and CD-Roms do not reflect any changes to the original proposal.**

**Business Proposal:** One (1) unbound signed original and five (5) unbound copies and one (1) CD-Rom.

C. **PAPER COPIES and CD-Rom or ZipDisk to:**

| If hand delivery or express service  | If using U.S. Postal Service  |
|--|---|
| Lois Eaton<br>Contract Specialist<br>Contract Management Program, DEA<br>NIAID, NIH<br>6700-B Rockledge Drive, Room 2230<br>Bethesda, Maryland 20817 | Lois Eaton<br>Contract Specialist<br>Contract Management Program, DEA<br>NIAID, NIH<br>6700-B Rockledge Drive, Room 2230, MSC 7612<br>Bethesda, Maryland 20892-7612 |

NOTE: All material sent to this office by Federal Express should be sent to the Hand Delivery Address.

The U.S. Postal Service's "Express Mail" does not deliver to the hand delivered (20817 zip code) address. Any package sent to this address via this service will be held at a local post office for pick-up. THE GOVERNMENT IS NOT RESPONSIBLE FOR PICKING UP ANY MAIL AT A LOCAL POST OFFICE. If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal," in accordance with PHSAR 352.215-10, Late Proposals, Modifications of Proposals and Withdrawals of Proposals (NOV 1986).

## INSTRUCTIONS TO OFFERORS FOR PHASE II

### GUIDELINES FOR PEER REVIEW OF PROTOTYPE

- Prototypes shall be housed on each offeror's own servers.
- Offerors are required to provide anonymized access to the Contracting Officer and the Project Officer to the prototype.
- Offerors shall not track the activity of the reviewers in reviewing the prototype.
- Offerors must agree to "do no harm" to the systems or equipment of the reviewers.
- ~~➤ Offerors are required to provide this access from the date of submission to within at least 1 week prior to the review meeting. *[Date of review will be provided by the Contract Specialist to the offerors after receipt of proposal.]*~~
- Offerors are required to provide access to the prototype from the date of submission until conclusion of review. Offerors will be notified by the Contract Specialist when access will no longer be required. *[Date of review will be provided by the Contract Specialist to the offerors after receipt of proposal. [Offerors must inform the Contract Specialist if accessibility to the system will differ based on reviewers location, i.e., access from office, home, or hotel].]*
- Offerors are required to provide the Contract Specialist 15 access codes and log-on procedures on the date of proposal submission for testing. *[Codes only can be provided by facsimile or mail). Offerors will be notified by the Contract Specialist when additional access codes will be needed for the review]*
- Offerors are required to provide an optimal and minimal configuration for the reviewers to access the systems. (i.e. Windows XP, Pentium III, etc.).
- Offerors are required to freeze the prototype code and data on the date of Phase II submission. Code will be date and time stamped when frozen and delivered to the Government upon request. ***Violation of the freeze without Contracting Officer approval will invalidate the proposal.***
- Changes to the code may only be allowed to fix unanticipated major problems that are blocking the reviewers from reviewing the prototypes. All such fixes are required to be cleared through the Contracting Officer and documented fully including the date of the fix. The documentation shall be turned in to the Contracting Officer within two (2) working days following such fixes.
- Trouble reports are required to be submitted by the Reviewers to the Contracting Officer, the Contract Specialist or the Project Officer. These NIAID representatives will then arrange a conference call between the offeror(s), the reviewer, and the NIAID representative(s).
- Offerors are required to include a user manual to assist the panel in reviewing the prototype.
- ~~➤ Offerors will be given a half hour at the reverse site visit to do a quick demo of the system and another half hour to answer the questions from the reviewers that were previously given to the offeror. Offerors will then leave and the formal review will take place. Demonstrated prototypes must be those frozen at the time of submission other than any changes authorized by the Contracting officer.~~
- The review will require one full day for each offeror. Offerors will be given the first 30 minutes of the review to do a quick demonstration of the system before the question and answer session takes place. Offerors shall be available during the entire morning. *[Offerors will be provided with additional information after receipt of proposals.]*

- NIH IT staff will be on hand to handle any technical issues associated with NIH equipment or network during the entire period that the proposals are made available to the Reviewers and during the conduct of the Peer Review Meeting.

Except as provided herein, all terms and conditions of the RFP document NIH-NIAID-DAIT-02-16, as heretofore changed, remain unchanged and in full force and effect. **The due date of February 17, 2004 remains unchanged. The time that offers are due remains 3:00 PM EST.**

Offerors must acknowledge receipt of this **Amendment No. 7**, by the following method:

- By acknowledging receipt of the amendment on each copy of the offer submitted.

Failure to receive your acknowledgment of this amendment may result in the rejection of your offer.

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